



RECOMMENDATION PACKAGE CHECKLIST

Candidate : _____

Division / Bureau / Board : _____

Position Number : _____ Position Title : _____

Contact Person : _____

Appointment Type:

[Processing Appointment and Separation Personnel Action Requests Program Manual](#)
[Broadband Crosswalk](#)

Original Reassignment Promotion Demotion

Documents/Information required in the Recommendation Package

1. Recommended Monthly Salary

Monthly Base Salary : \$ _____
 Additive (CAD, Leadworker, etc.) : \$ _____
 Total Monthly Salary : \$ _____

2. Background screening date from level2@commerce.fl.gov

Included N/A

3. State of Florida Application and Resume

4. [Reference Check and Employment Verification](#)

5. Job Requisition

6. Proof of [Selective Service Registration](#) **or** Letter of Registration Exemption
Male applicants born on or after October 1, 1962, will not be eligible for hire or promotion in the Career Service, or appointment in the Selected Exempt Service (SES) or Senior Management Service (SMS) unless they are registered with the Selective Service System (SSS) before their 26th birthday, or have a Letter of Registration Exemption.

7. [Selection Documentation](#)

8. [Florida Retirement System \(FRS\) Employment Certification Form](#) (both pages)

9. Education verification (if needed for minimum qualifications)

10. Other employment verification

(e.g., DD 214, letter from previous employers, typing test scores, etc.)